

FILE MAINTENANCE AND DISPOSITION PLAN Date Prepared: 10/06/06 Updated: 10/23/06, 02/23/07, 03/13/07, ORC, 05/25/07, 09/05/07					
OFFICE NAME:		OFFICE CONTACT PERSON:		REGIONAL RECORDS MANAGER:	
Office of Compliance & Enforcement		Jo Jiles, (206) 553-1647 and		Joyce Aovama	
Total Volume of Records for this File Station:		Total number of File Drawers:			
Legal size:		Letter size:			
<b>FILE PLAN</b>					
AGENCY FILE CODES	OLD FILE CODE	AGENCY CATEGORY TITLE SERIES TITLE	DISPOSAL INSTRUCTIONS	NARA DISPOSAL AUTHORITY	LOCATION
<a href="#">108-025 223</a>	EPA 223a	<b><u>Sampling and Analytical Data Files:</u></b> <b>Item a:</b> Record copy	<b>Item a:</b> Disposable Close inactive records upon completion of sampling activity. Destroy 10 years after file closure.	N1-412-07-22/1 <b>Status:</b> Final 6/30/2009	
<a href="#">108-025-08 137</a>	EPA 137a	<b><u>Federal Facilities Monitoring Files :</u></b> <b>Item a:</b> Record copy	<b>Item a:</b> Disposable Close inactive records at end of year. Destroy 5 years after file closure.	N1-412-07-1/4 <b>Status:</b> Final, 05/31/2009	
<a href="#">108-025-08 207</a>	ENFO 207 a, b, c	<b><u>Enforcement Action Files:</u></b> <b>Item a:</b> Administrative case files, whether a formal enforcement action is initiated or not <b>Item b:</b> Judicial case files where routine legal actions are required <b>Item c(1):</b> Landmark or precedent cases - Nonelectronic <b>Item c(2):</b> Landmark or precedent cases - Electronic <b>Item c(3):</b> Landmark or precedent cases - Electronic copy of records transferred to the National Archives	<b>Item a:</b> Disposable Close inactive records upon settlement or closing of case. Destroy 10 years after file closure. <b>Item b:</b> Disposable Close inactive records upon settlement or closing of case. Destroy 20 years after file closure. <b>Item c(1):</b> Permanent Close inactive records upon settlement or closing of case. Transfer to the National Archives in 5 year blocks 20 years after file closure. If record is microform, destroy paper after quality assurance is completed. <b>Item c(2):</b> Permanent Close inactive records upon settlement or closing of case. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time. <b>Item c(3):</b> Disposable Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives.	N1-412-07-2/9 <b>Status:</b> Final 12/31/2012	
<a href="#">108-025-08 211</a>	ENFO 211a	<b><u>Compliance Files</u></b> <b>Item a:</b> Record copy	<b>Item a:</b> Disposable Close inactive records at end of year. Destroy 5 years after file closure..	N1-412-07-1/10 <b>Status:</b> Final, 12/31/2007	
<a href="#">301-091 082</a>	EPA 082a	<b><u>Response to Audit, Evaluation, and Investigation</u></b> <b>Item a:</b> Record copy	<b>Item a:</b> Disposable Close inactive records when corrective action is complete. Destroy 10 years after file closure.	N1-412-07-1/2 <b>Status:</b> Final, 04/30/2008	
<a href="#">301-093 006</a>	PROG 006b	<b><u>Program Management Files - Correspondence/Subject Files</u></b> <b>Item b:</b> Other than senior officials	<b>Item b:</b> Disposable Close inactive records at end of calendar year. Destroy 5 years after file closure.	N1-412-06-6/2 <b>Status:</b> Final 12/31/09	
<a href="#">301-093 203</a>	OVER 203a	<b><u>State and Other Entity Relations and Oversight Files</u></b> <b>Item a:</b> Record copy	<b>Item a:</b> Disposable Close inactive records at end of year. Destroy 10 years after file closure.	N1-412-07-1/9 <b>Status:</b> Final, 03/30/2007	
<a href="#">305-109 089</a>	EPA 089a	<b><u>Information Tracking Systems</u></b> <b>Item a:</b> Record copy	<b>Item a:</b> Disposable - Delete when 2 years old, or 2 years after the date of the last entry; whichever is applicable.	GRS 23/8 <b>Status:</b> Final 7/31/2013	

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<a href="#">305-109-01 258</a>	EPA 258 a, b, c	<b><u>Final Deliverables and Reports</u></b> <b>Item a(1):</b> Environmental programs, except Superfund site-specific - Nonelectronic <b>Item a(2):</b> Environmental programs, except Superfund site-specific - Electronic <b>Item a(3):</b> Environmental programs, except Superfund site-specific - Electronic copy of records transferred to the National Archives <b>Item b:</b> Superfund site-specific <b>Item c:</b> Non-environmental programs	<b>Item a(1):</b> Permanent Close inactive records upon completion of project. Transfer to the National Archives 20 years after file closure. <b>Item a(2):</b> Permanent Close inactive records upon completion of project. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time. <b>Item a(3):</b> Disposable Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives. <b>Item b:</b> Disposable Close inactive records upon completion of project. Destroy 30 years after file closure. <b>Item c:</b> Disposable Close inactive records upon completion of project. Destroy 7 years after file closure.	N1-412-06-27 <b>Status:</b> Final, 2/28/2011	
<a href="#">305-109-02-04 140</a>	EPA 140b	<b><u>Speeches and Testimony</u></b> <b>Item b:</b> Other federal employees when the speeches are not necessary to document the Agency or its programs	<b>Item b:</b> Disposable Close inactive records at end of calendar year. Destroy 5 years after file closure.	N1-412-06-8 <b>Status:</b> Final, 1/31/2011	
<a href="#">305-109-02-04 200</a>	EPA 200 a, c	<b><u>Training Material</u></b> <b>Item a:</b> Routine training materials <b>Item c(1):</b> Mission-related training materials - Nonelectronic <b>Item c(2):</b> Mission-related training materials - Electronic <b>Item c(3):</b> Mission-related training materials - Electronic copy of records transferred to the National Archives	<b>Item a:</b> Disposable - Close inactive records after course or material is superseded. Destroy 5 years after file closure. <b>Item c(1):</b> Permanent - Close inactive records after course or material is superseded. Transfer to the National Archives in 5 year blocks 20 years after file closure. <b>Item c(2):</b> Permanent - Close inactive records after course or material is superseded. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time. <b>Item c(3):</b> Disposable - Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives.	N1-412-06-11 <b>Status:</b> Final, 4/30/2012	

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<a href="#">305-109-02-04 250</a>	EPA 250 a, b, c	<b><u>Publications and Promotional Items</u></b> <b>Item a(1):</b> Items depicting EPA's environmental mission activities - Nonelectronic <b>Item a(2):</b> Items depicting EPA's environmental mission activities - Electronic <b>Item a(3):</b> Items depicting EPA's environmental mission activities - Electronic copy of records transferred to the National Archives <b>Item b:</b> Routine publications or promotional items <b>Item c:</b> Working papers and background materials	<b>Item a(1):</b> Permanent Close inactive records upon publication or when document becomes obsolete, is superseded, or no longer needed to support program activities. Transfer to the National Archives 20 years after file closure. <b>Item a(2):</b> Permanent Close inactive records upon publication or when document becomes obsolete, is superseded, or no longer needed to support program activities. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time. <b>Item a(3):</b> Disposable Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives. <b>Item b:</b> Disposable Close inactive records after publication or when document becomes obsolete, is superseded, or no longer needed to support program activities. Destroy 5 years after file closure. <b>Item c:</b> Disposable Close inactive records after publication or when document becomes obsolete, is	N1-412-06-9 <b>Status:</b> Final, 4/30/2012	
<a href="#">305-109-02-04 309</a>	EPA 309 a, b	<b><u>Information Requests and Acknowledgment Files</u></b> <b>Item a:</b> Routine requests for information and replies <b>Item b:</b> Acknowledgments and transmittals of inquiries and requests referred elsewhere for reply	<b>Item a:</b> Disposable Destroy when 3 months old. <b>Item b:</b> Disposable Destroy 3 months after acknowledgment and referral.	GRS 14/1 (Item a) GRS 14/2 (Item b) <b>Status:</b> Final, 02/01/2007	
<a href="#">306-112 007</a>	DIRE 007 a, b	<b><u>Directives and Policy Guidance Documents Issued by Specific Programs and Regions</u></b> <b>Item a(2):</b> Published or released to the public and related background materials - Electronic <b>Item b:</b> Unpublished or not released to the public and related background materials	<b>Item a(2):</b> Permanent Close inactive records upon issuance or publication or when superseded. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time. <b>Item b:</b> Disposable Close inactive records upon decision to not publish or issue. Destroy 10 years after file closure.	N1-412-06-7 <b>Status:</b> Final, 12/31/2010	
<a href="#">401 090</a>	EPA 090	<b><u>Administrative Support Databases</u></b> <b>Item a:</b> When hard copy records are retained to meet recordkeeping requirements <b>Item b:</b> When the electronic record replaces hard copy records that support administrative housekeeping functions <b>Item c:</b> Hard copy printouts created for short-term administrative purposes	<b>Item a:</b> Disposable - Delete electronic version when no longer needed for administrative, legal, audit, or other operational purposes. <b>Item b:</b> Disposable - Delete after the expiration of the retention period authorized for the hard copy file, or when no longer needed, whichever is later. <b>Item c:</b> Disposable - Destroy when no longer needed for administrative, legal, audit, or other operational purposes.	General Records Schedule 20/3b(1) (Item a) General Records Schedule 20/3b(2) (Item b) General Records Schedule 20/3b(3) (Item c) <b>Status:</b> Final 10/31/2013	

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<a href="#">401-121 624</a>	EPA 624 a, b	<b><u>Confidential Business Information (CBI) Access</u></b> <b>Item a:</b> Federal employees <b>Item b:</b> Contract employees and companies	<b>Item a:</b> Disposable Close inactive records when access is terminated. Destroy 2 years after file closure. <b>Item b:</b> Disposable Close inactive records when access is terminated. Destroy 7 years after file closure.	GRS 20/3b(2) (Item b) <b>Status:</b> Final, 03/30/2007	
<a href="#">404-141-02-03 150</a>	EPA 150 a, b	<b><u>Dockets</u></b> Final docket <b>Item b:</b> Inactive, nonfinal docket, and documents of short-term value	<b>Item a:</b> Disposable Close inactive records after publication of rule or close of docket. Destroy 20 years after file closure. <b>Item b:</b> Disposable Close inactive records 5 years after last activity. Destroy 5 years after file closure.	N1-412-04-4 <b>Status:</b> Final, 04/30/2012	
<a href="#">405 202</a>	CONT 202 b, c	<b><u>Contract Management Records</u></b> <b>Item b:</b> Contract-level Contracting Officer's Representative (COR) <b>Item c:</b> Other Contracting Officer's Representatives (CORs)	<b>Item b:</b> Disposable Close inactive records upon filing of final invoice or completion or termination of the task order or work assignment. Destroy 6 years and 3 months after final payment for the overall contract. <b>Item c:</b> Disposable Close inactive records upon filing of final invoice or completion or termination of the task order or work assignment. Destroy 6 years and 3 months after final payment for the overall contract.	N1-412-06-6/5 <b>Status:</b> Final, 10/31/2008	